

Terms of Reference: **Senior Research Fellow – Health Systems Research**

WHO WE ARE

HERD International is a dynamic national organization, dedicated to generate evidence using science and technologies and promote evidence informed policies and practices for sustainable development in health, education, environment and social sectors to improve quality of life. We work closely with various stakeholders at local, provincial, national and international level.

HERD International is conducting multiple research projects with focus on strengthening the health systems at national and sub-national level. Through building resilient capacities of local governments, these projects aim at improving access and delivery of basic health care services that are of quality, effective, responsive and gender-equitable, in fragile settings in Nepal.

Therefore, HERD International is seeking a “Senior Research Fellow – Health Systems Research” specializing in health systems research, policy and planning, to technically lead and manage research projects and team.

WHAT WE EXPECT

The Senior Research Fellow – Health Systems Research is full-time member of HERD International research team, stationed in head office - Kathmandu, expected to design, manage and implement research projects with generation of high-quality outputs. The scope of the position is accomplishment of quality deliverables by providing professional expertise in creating enabling environment for implementation of interventions, evidence generation, data and activities monitoring, supportive supervision, and delivery of project outputs. The Senior Research Fellow – Health Systems Research will work closely with field-based staff in effective implementation of interventions aimed at strengthening local health systems.

Key responsibilities of the Senior Research Fellow are as follows:

Core technical functions

1. Contribute in planning and managing project activities including taking lead role in managing project and team
2. Engage in development of project specific technical materials such as designing protocol, study instruments including qualitative and quantitative tools, guides and manuals etc as well as making ethics application
3. Engage with research team to develop and implement a monitoring, evaluation and learning strategy by developing theory of change, log frame and indicators to track progress of the projects
4. Conduct a desk review and analysis of health sector policies, strategies, guidelines, reports etc available at national and sub-national levels to understand gaps, strengths, challenges and opportunities within existing frameworks and policies

5. Organize meetings and workshops with stakeholder, conduct stakeholders mapping and understand their inter-relationships with health systems
6. Conduct a context analysis to understand needs, capacities and gaps in health systems components and identify their root causes for co-designing innovations with participation of local health system stakeholders and communities
7. Design action plans and propose a roadmap identifying where actions are needed in order to respond to gaps in health system planning, governance and financing
8. Ensure effective and timely implementation of research activities and provide supportive supervision to generate quality outputs through routine on-site and thorough real-time monitoring of data, reports and updates
9. Engage in collection of data by employing qualitative and quantitative methods such as key informant interviews, focus group discussions including administration of health systems thinking tools
10. Ensure an effective feedback mechanism is implemented within the team
11. Engage with research team in generation of high quality research outputs such as research reports, policy briefs, position papers, peer-reviewed publications etc for timely availability of evidence for national and international audience
12. Contribute in research uptake by engaging in different uptake activities for communicating research findings, proposing policy recommendations etc in close coordination with communication and research uptake team
13. Ensure the confidentiality of all collected data for the research purpose
14. Ensure proper documentation of project activities by different responsible staff, and reporting of all activities with sufficient proof documents
15. Act as focal point of contact and liaison between central team and field based research team and with local level stakeholders to facilitate smooth functioning of study activities
16. Supervise regular data management functions to comply with standardized data management practice of the organization
17. Ensure project risks register is well developed, updated and documented in addition to coordinating with management and operation team to manage and mitigate the risks as required
18. Engage in human resource planning and recruitment and training of research team to create a common level of understanding to generate quality evidence using designed tools and techniques
19. Undertake any other task as required by the organization

Organizational Management and Leadership

1. Contribute ideas and be innovative for the creation and continuation of efficient professional team
2. Lead field based research team and contribute to develop and strengthen human resource capacity in research
3. Contribute to an effective roll-out of HERD International's programme planning, implementation and monitoring activities in coordination with central team
4. Provide strategic inputs in performing result-based achievement in order to ensure value for money

5. Facilitate to create synergies between and within teams and their members and key stakeholders/partners working with HERD International
6. Undertake line management and mentorship of research team as per the organization guideline
7. Contribute towards the development and growth of HERD International by contributing in vision-setting, policy formulation, strategy development, process review and program evaluation

Communications and Working Relationships

1. Co-ordinate monthly meetings with field-based and central team to communicate research and administrative matters
2. Ensure monitoring and documentation of progress with regular reports to HERD International central office team
3. Ensure open communication channels so that all emails, correspondences and activities are well informed by/to project team
4. Work in close coordination with Managing Director, Operations and Support unit, ICT, Research Uptake and Communications, Research and Programme team members in HERD International central office
5. Support to communicate with relevant partners and/or responsible persons to share or correspond relevant information regarding the research projects
6. Communicate with concerned staff of different level of government agencies and other related I/NGOs and stakeholders for project implementation, as needed

WHAT YOU MUST HAVE

Essential

- Education: Master's degree or above in Public Health, Medicine, Health policy and Planning, Health Systems/Service Administration, Health Management or related disciplines from a recognized institution
- At least 5 years of progressive experience in areas related to health systems development focusing on health systems related research
- Sound knowledge and experience of research methods including implementation research, actions research and other longitudinal research
- Previous knowledge and experience of using various health systems thinking tools
- Experience of working closely with health systems in Nepal at national and subnational level
- Proven ability to write analytical and comprehensive reports independently and in team
- Ability to work with research teams, with strong leadership and motivational skills as well as effective communication, organizational and time management skills
- Proven track record of timely and quality delivery, handling multiple research projects and meeting deadlines

- Sound problem solving and decision-making skills
- Strong management skills with ability to train and develop staff
- Demonstrated capacity of effective communication and coordination skills with multi-stakeholders, government organizations including project team
- Excellent spoken and written English and Nepali

Desirable

- Experience of working with government and development agencies in health sector programmes and health systems
- Proven ability of confidence and an ability to work well as a team member whilst demonstrating a genuine appetite for personal learning

ABOUT THE POSITION

Duration of Employment	Initially one-year contract with extension to 3 years or more depending on performance excellence
Working nature	Full-time assignment
Working hours	40 hours a week
Duty station	Head office in Kathmandu with frequent visits to project sites
Supervisor	Managing Director

Interested candidates can download detailed Job Description and standard application form from www.herdint.com/career.

Submit your CV and a cover letter along with the duly filled standard application form **mentioning the position in your email subject line** to jobs@herdint.com before **5 PM, Thursday, 7th October 2021**.

HERD International reserves the right to accept and reject applications.